STANDARD SEARCH REQUESTS- PRINTED LIST SPECIFICATIONS

Prepare your printed lists, double spaced, of State PLS standard search requests in the format illustrated below and in accordance with item instructions. Search requests which do not contain required data are not processed.

Entries may be typed, machine printed or hand printed in black or blue ink and must be legible to ensure processing by key punch staff.

Identify each page with heading information and column titles and total requests per page listed.

LIST FORMAT/ SAMPLE

STANDARD SEARCH REQUESTS

Req. F	Co. XX (numeric)	Dist. XX (alpha or numeric)		
Soc. Sec. No.	Name	Case No.	Case Type	Search Code
111-22-3333	ONeill John	82594321DS	N	LF
333-22-4444	McMann Frederick	85976548DM	N	T
777-99-8888	LopezTorres Jose	84112233DM	A	F

Total Requests: 3

ITEM INSTRUCTIONS

Item	Instructions
Title	Identify list as "Standard Search Requests."
Req.	Enter the letter "F."
Co.	Enter your two-digit county code. County codes are listed in Appendix A of Section 4000.

Dist.

Enter a two position alpha or numeric code to identify the individual requestor. This field is optional.

Soc. Sec. No.

Enter the social security number of the individual you are locating.

Name

Enter the individual's last name and then first name. Middle names and initials are optional. **Do not use** suffixes such as Jr., Sr., II. **Do not use** any special characters such as commas, periods, apostrophes, hyphens. **Do not use** blank spaces within a last name or a first name. Examples of acceptable name conversions are:

Payer Name	Acceptable Name
Frederick Mc Mann	McMann Frederick
John O'Neill	ONeill John
John En, Sr.	En John
Jose Lopez-Torres	LopezTorres Jose
J.T. Hall	Hall JT

Case No.

Enter the court or FIA case number.

Case Type

Identify the IV-D case type. Enter the letter "A" for an FIP IV-D case or an ADC arrearage case. Enter the letter "N" for a non-FIP IV-D case.

Search Code

Enter one or more of the following codes to identify the search(es) requested. Do not use commas or periods.

Code	Resource
F	Federal Parent Locator Service (FPLS)
L	Absent Parent/Labor Department (APL) File Match System
T	IRS 1099 Match System (1099)

If a search code is not specified, the request defaults to "L" -APL File Match. Worker compensation contested claim and FIA Client Information System records are searched regardless of the search code specified.

Total Requests

Specify the total number of individuals identified on the page.

DISTRIBUTION

Send standard search requests to the State PLS at the address listed below:

Michigan Family Independence Agency
Office of Child Support
State Parent Locator Services
P.O. Box 30478
Lansing, Michigan 48909-4978